

PS 5510.10 POSTED PICTURE FILE



# Program Statement

OPI: CPD  
NUMBER: 5510.10  
DATE: 9/12/2001  
SUBJECT: Posted Picture File

1. **PURPOSE AND SCOPE.** To implement a Posted Picture File (PPF) of inmates and/or detainees who are potentially disruptive, escape risks, and/or present a threat to staff or institution security.

The Bureau identifies inmates and/or detainees who, because of prior record, current offense, institution adjustment, or other factors, pose a significant threat to inmate or staff safety, the institution's security, or the surrounding community's welfare.

2. **SUMMARY OF CHANGES.** This Program Statement is being revised to add two new categories, History of Serious Phone Abuse and Inmates of Greatest Concern, Sections 8.i. and 8.j. respectively, to the list of types of inmates for whom Posted Picture Files must be prepared. These categories were added to the Posted Picture File form as well.

3. **PROGRAM OBJECTIVES.** The expected results of this Program Statement are:

a. Each inmate and/or detainee who poses a particular threat to staff, other inmates, or the community will be identified in the institution Posted Picture File.

b. Each Posted Picture File will be updated at least quarterly.

c. The Posted Picture File will be reviewed by institution staff regularly.

4. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

PS 5510.08      Posted Picture File (9/29/97)

b. **Directive Referenced**

PS 1380.05 Special Investigative Supervisors Manual  
(8/1/95)

5. **STANDARDS REFERENCED**

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: None

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: None

c. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: None

d. American Correctional Association Standards for Adult Correctional Boot Camp Programs: None

6. **PRETRIAL/HOLDOVER PROCEDURES.** Procedures required in this Program Statement apply to pretrial and holdover inmates.

7. **RESPONSIBILITY.** The Associate Warden responsible for Correctional Services is the approving official for placing an inmate's photograph in the PPF.

The Warden is the approving official for inmates placed on PPF status under the "**Other**" category.

The Special Investigative Agent/Supervisor (SIA/SIS) and designated Associate Warden must sign each sheet before it is placed in the PPF.

The SIA/SIS must maintain the PPF. It is to be kept in the Lieutenant's office for staff review. The SIA/SIS is responsible for instituting procedures to:

# keep the PPF current, such as making entries for work and housing assignments and

# remove sheets upon transfer, release, or decision to remove the inmate's photograph from PPF.

A duplicate copy of the PPF is to be kept in the SIS Office.

8. **CRITERIA.** An inmate must be placed in the PPF providing they meet one or more of the following conditions:

a. **Escape Risk.** Attempted or successful escape from a secure institution within the past five years.

b. **History of Assaultive Behavior.** Involvement in a serious assault with a weapon within the past three years; a physical assault in which grievous bodily harm was inflicted; or a record of assault or attempted assault upon a staff member.

c. **Homicide.** Found or determined to have been involved in a homicide in an institution within the past 10 years.

d. **History of Sexual Offenses.** Sexual assault, or attempted sexual assault, on another person in an institution, or a history of sexual advances towards staff within the past five years.

e. **Former Control Unit Inmate.** Confinement in a Bureau Control Unit in the past five years.

f. **Disruptive Group Members.** SENTRY CMC assignment as a confirmed member of a Disruptive Group.

g. **Introduction of Drugs and Hazardous Contraband.** Involvement in an incident related to the introduction of drugs or hazardous contraband into a Bureau institution in the past five years.

h. **Advanced Skills.** Legitimate or illicit history of experience with skills required of a locksmith, gunsmith, explosives expert, security electronics technician, computer hacker, and similar security threat skills.

i. **History of Serious Phone Abuse.** An inmate may be placed in this category when he or she has the STG assignment of "STG PHN ABUSE" which includes:

(1) **Current Offense.** An inmate who used a telephone or communication devices in the commission of their current offense.

(2) **Further Criminal Activity.** An inmate who used a telephone to further criminal activity.

(3) **Abuses Other Than Criminal Activity.** An inmate who abuses a telephone for other than criminal activity.

(4) **Unauthorized Use of Mail or Telephone.** An inmate for this category might include, but is not limited to, an inmate who circumvents mail or telephone regulations intentionally.

j. **Inmates of Greatest Concern.** Those inmates that federal law enforcement agencies or U.S. Attorneys' Offices have notified the Bureau as having the greatest likelihood of continuing their criminal activities while incarcerated.

The notification will be through Attachment C, of the Attorney General's communication, dated May 7, 1998, Procedures for Law Enforcement Access to Transactional Data, Referral of a Criminal Matter to a Federal Investigative Agency.

k. **Other.** Examples for this category might include, but not be limited to, inmates:

- # with a history of manipulating or compromising staff,
- # who have led food strikes or work stoppages,
- # who are former law enforcement or judicial officers.

When staff believe an inmate requires placement in the PPF, but the inmate does not fall within one of the previously listed categories, they must submit written justification through the designated Associate Warden to the Warden for approval. The Warden's approval is to be indicated on the PPF (Attachment A).

9. **REVIEW AND FILE MAINTENANCE.** The Special Investigative Supervisor will maintain the Poster Picture file.

- # Correctional Services and unit staff will review the PPF at least monthly.
- # All other institution staff should review the PPF at least quarterly.

10. **RELATED SIS FILES.** Any inmate who qualifies for PPF status will often qualify for placement in the SIS tracking system as a Security Threat Profile (STP) or Security Threat Group (STG) inmate and vice-versa. The SIS is to coordinate with the Captain or designee to ensure that the PPF system and SIS tracking systems are reconciled as appropriate.

11. **INMATE TRANSFER.** If an inmate and/or detainee in this status is transferred to another Bureau institution, the SIA/SIS must forward the Posted Picture File Worksheet to the receiving institution for review and determination of appropriateness for that institution's Posted Picture File.

When an inmate and/or detainee is recommended for transfer to a **community-based program**, the Posted Picture File worksheet is to be forwarded to the unit team and included in the CCM's copy of the CCC referral packet.

12. **DATABASE MAINTENANCE.** The SIS must maintain a database file of all inmates and/or detainees in PPF status. Refer to the Special Investigative Supervisors Manual for further information.

/s/

Kathleen Hawk Sawyer  
Director

**POSTED PICTURE FILE**

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Attachment A, Page 1

**&**

NAME:

REGISTER NUMBER:

FBI NUMBER:

Photo Here

OFFENSE:

PROJECTED RELEASE DATE:

DATE PLACED IN POSTED PICTURE STATUS:

QUARTERS:

WORK ASSIGN:

CUSTODY:

**&**

**REASON FOR PLACEMENT ON POSTED PICTURE FILE STATUS:**

- ☐ Escape Risk
- ☐ History of Assaultive Behavior
- ☐ Homicide
- ☐ History of Sexual Assault
- ☐ Former Control Unit Inmate
- ☐ Disruptive Group Member - Name of Group: \_\_\_\_\_
- ☐ Introduction of Drugs or Hazardous Contraband
- ☐ Advanced Skills - Specify: \_\_\_\_\_
- ☐ History of Serious Phone Abuse
- ☐ Inmate of Greatest Concern
- ☐ Other - Specify: \_\_\_\_\_

**BACKGROUND:**

Placement reviewed and approved: \_\_\_\_\_

Designated Associate Warden

Reviewed and approved for "Other" category: \_\_\_\_\_  
Warden

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Attachment A, Page 2

# POSTED PICTURE FILE QUARTERLY REVIEW SHEET

[illegible]